

## Appendix F: Field-based Activities Report



### Lamar University – M.Ed. in Educational Technology Leadership

#### Field-based Activities Monthly Report - Part 1: Log

**Instructions:** Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

<b>Date: 4/12- 30/2010</b>		<b>Total Internship hours at the start of the month: 0</b>	
<b>Week</b>	<b>Functions</b>	<b>Description</b>	<b>Hrs</b>
<b>1</b>	<b>Week's Activities</b> <b>4/12-16/2010</b>	Open computer labs to assist students/ teachers with various technology applications (online learning program and Microsoft software) before school.	
	<b>Standard/Indicator</b>	TF-1.A.1, TF-II.A-1, TF-III.A.1, TF-III.A.5, TF-III.B.1, TF-III.D.1, TF-IV.A.1, TF-V.C.2, TF-V.C.6, TF-V.D.4, TF-VI.D.1, TF-VII.A.2, TF-VII.A.8, TF-VIII.A.1, TF-VIII.D.4	
	<b>Communication with Site Mentor</b>	Assisted me with checking functioning of equipment and functions of Microsoft Publisher and PowerPoint and online learning program. <b>Hours:5</b>	
<b>2</b>	<b>Week's Activities</b> <b>4/19-25/2010</b>	Research activities for Internet Safety Week. Used digital camera to capture pictures for school TAKS Carnival Review Day.	
	<b>Standard/Indicator</b>	TF-1.A.1, TF-II.A-1, TF-III.A.1, TF-III.A.5, TF-III.B.1, TF-III.D.1, TF-IV.A.1, TF-V.C.2, TF-V.C.6, TF-V.D.4, TF-VI.D.1, TF-VII.A.2, TF-VII.A.8, TF-VIII.A.1, TF-VIII.D.4	
	<b>Communication with Site Mentor</b>	Assisted me by showing me examples of the district rules and expectations. <b>Hours:12</b>	
<b>3</b>	<b>Week's Activities</b> <b>4/26-30/2010</b>	Research activities for Internet Safety Week.	
	<b>Standard/Indicator</b>	TF-1.A.1, TF-II.A-1, TF-III.A.1, TF-III.A.5, TF-III.B.1, TF-III.D.1, TF-IV.A.1, TF-V.C.2, TF-V.C.6, TF-V.D.4, TF-VI.D.1, TF-VII.A.2, TF-VII.A.8, TF-VIII.A.1, TF-VIII.D.4	
	<b>Communication with Site Mentor</b>	Assisted in uploading to District wiki page to share with other Campus Instructional Specialist. <b>Hours: 5</b>	
<b>Hours worked this month: 22</b>			
<b>Total Internship hours to date including this month: 22</b>			

Date: <u>5/1-28/2010</u>		Total Internship hours at the start of the month: 22	
Week	Functions	Description	Hrs
1	Week's Activities 5/1-2/2010	Research activities for Internet Safety Week.	
	Standard/Indicator	TF-1.A.1, TF-II.A-1, TF-III.A.1, TF-III.A.5, TF-III.B.1, TF-III.D.1, TF-IV.A.1, TF-V.C.2, TF-V.C.6, TF-V.D.4, TF-VI.D.1, TF-VII.A.2, TF-VII.A.8, TF-VIII.A.1, TF-VIII.D.4	
	Communication with Site Mentor	Assisted in uploading to District wiki page to share with other Campus Instructional Specialist. <b>Hours: 2</b>	
2	Week's Activities 5/3-7/2010	Created advertisements in Microsoft Publisher to promote 1 <sup>st</sup> Annual Film Festival Contest focusing on technology safety. Assisted teachers with technology ideas resources and equipment.	
	Standard/Indicator	TF-1.A.1, TF-II.A-1, TF-III.A.1, TF-III.A.5, TF-III.B.1, TF-III.D.1, TF-IV.A.1, TF-V.C.2, TF-V.C.6, TF-V.D.4, TF-VI.D.1, TF-VII.A.2, TF-VII.A.8, TF-VIII.A.1, TF-VIII.D.4	
	Communication with Site Mentor	Assisted in referencing equipment to be used. <b>Hours: 5</b>	
3	Week's Activities 5/10-14/2010	Lead and facilitated planning and implementation of internet safety video for Internet Safety Week.	
	Standard/Indicator	TF-1.A.1, TF-II.A-1, TF-III.A.1, TF-III.A.5, TF-III.B.1, TF-III.D.1, TF-IV.A.1, TF-V.C.2, TF-V.C.6, TF-V.D.4, TF-VI.D.1, TF-VII.A.2, TF-VII.A.8, TF-VIII.A.1, TF-VIII.D.4	
	Communication with Site Mentor	Assisted in referencing equipment to be used. <b>Hours: 5</b>	
4	Week's Activities 5/17-21/2010	Facilitated and Lead activities for teachers and students in computer labs for Internet Safety Week	
	Standard/Indicator	TF-1.A.1, TF-II.A-1, TF-III.A.1, TF-III.A.5, TF-III.B.1, TF-III.D.1, TF-IV.A.1, TF-V.C.2, TF-V.C.6, TF-V.D.4, TF-VI.D.1, TF-VII.A.2, TF-VII.A.8, TF-VIII.A.1, TF-VIII.D.4	
	Communication with Site Mentor	Assisted with assisting teachers and students. <b>Hours: 5</b>	
5	Week's Activities 5/24-28/2010	Created and presented a PowerPoint presentation including internet safety tips for teachers, parents, and administrators for Parent Involvement Day.	
	Standard/Indicator	TF-1.A.1, TF-II.A-1, TF-III.A.1, TF-III.A.5, TF-III.B.1, TF-III.D.1, TF-IV.A.1, TF-V.C.2, TF-V.C.6, TF-V.D.4, TF-VI.D.1, TF-VII.A.2, TF-VII.A.8, TF-VIII.A.1, TF-VIII.D.4	
	Communication with Site Mentor	Assisted with assisting teachers, administrators, and parents. <b>Hours: 6</b>	

<b>Hours worked this month: 23</b>	
<b>Total Internship hours to date including this month: 45</b>	

<b>Date: _6/1-4/2010</b>		<b>Total Internship hours at the start of the month: 45</b>	
<b>Week</b>	<b>Functions</b>	<b>Description</b>	<b>Hrs</b>
<b>1</b>	<b>Week's Activities</b>	Facilitated teachers on using Microsoft Word template to have students create Internet Safety bookmarks. Uploaded pictures from TAKS Review Day to school server. Downloaded PowerDVD player to teacher's computers.	
	<b>Standard/Indicator</b>	TF-1.A.1, TF-II.A-1, TF-III.A.1, TF-III.A.5, TF-III.B.1, TF-III.D.1, TF-IV.A.1, TF-V.C.2, TF-V.C.6, TF-V.D.4, TF-VI.D.1, TF-VII.A.2, TF-VII.A.8, TF-VIII.A.1, TF-VIII.D.4	
	<b>Communication with Site Mentor</b>	Assisted with assisting teachers and students. <b>Hours: 5</b>	
<b>2</b>	<b>Week's Activities</b>		
	<b>Standard/Indicator</b>		
	<b>Communication with Site Mentor</b>		
<b>3</b>	<b>Week's Activities</b>		
	<b>Standard/Indicator</b>		
	<b>Communication with Site Mentor</b>		
<b>4</b>	<b>Week's Activities</b>		
	<b>Standard/Indicator</b>		
	<b>Communication with Site Mentor</b>		
<b>5</b>	<b>Week's Activities</b>		
	<b>Standard/Indicator</b>		
	<b>Communication with Site Mentor</b>		
<b>Hours worked this month: 5</b>			
<b>Total Internship hours to date including this month: 50</b>			

